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| --- | --- | --- | --- | --- | --- |
| **SPACE ONLY EXHIBITORS**  **COMPULSORY FORM** | | | | | |
| **French Property Exhibition**  **Novotel London West**  **27th & 28th January 2024** Operations Form - Health & Safety InformationPlease read through and complete thoroughly Exhibitors will not be allowed access to their stand unless organisers are in receipt of this form including the signed risk assessment and declaration.  **Risk Assessment**  An exhibition stand is a workplace covered by Health and Safety Legislation. As the exhibitor it is your responsibility to ensure that suitable and sufficient risk and fire risk assessments are completed. | | | | | |
| **COMPANY CONTACT DETAILS** | | | | | |
| Company Name |  | | | Stand No |  |
| Trading Name  (If different from above) |  | | | | |
| Contact Name |  | | | | |
| Address |  | | | | |
|  |  | | | | |
| Postcode |  | | | | |
| Tel |  | Fax |  | | |
| Email |  | Website |  | | |
| **CONTACT DETAILS OF PERSON ON SITE** | | | | | |
| Contact Name |  | | | | |
| Tel |  | Mobile |  | | |

**CONTRACTOR DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name |  | | |
| Contact Name |  | | |
| Address |  | | |
|  | Postcode |  |
| Tel |  | Fax |  |
| Contact on site |  | Contact mobile no. on site |  |

**RISK ASSESSMENT DECLARATION**

|  |  |
| --- | --- |
| I/ We will be constructing, or using contractors to construct, our stand and we will ensure that a full risk assessment, together with a method statement, detailed plans and certificate of insurance are completed for the build up, show open days and breakdown of our stand and forwarded to the exhibition organisers. | 🗆 (✓) |

**HEALTH & SAFETY DECLARATION**

|  |  |
| --- | --- |
| I/ We confirm that our responsibilities under the Health & Safety at Work Act 1974 and all its subordinate regulations which apply will be complied with and that adequate public liability insurance to cover our activities on-site has been taken out. | |
| SIGNATURE | POSITION IN COMPANY |
| PRINT NAME | DATE |

**Please return this form as soon as possible to your account manager:**

[**peter@francemedia.com**](mailto:peter@francemedia.com)

[**emma.kestin@francemedia.com**](mailto:emma.kestin@francemedia.com)